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	Process Owner <b>Director of MCPP</b>	Approval Authority <b>Commanding Officer</b>	

## 1. Purpose & Scope

The purpose of this process is to manage the applications, selection & placement of Medical Department Officers for advanced education and training.

## 2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, NSHS Quality Manual, b) NSHS-002, Quality Systems Document Control, c) SECNAVINST 5212.5 series, d) BUMEDNOTE 1524, e) BUMEDINST 1524.1 series, f) BUMEDINST 1520 series, g) Staff Corps Board Precept, h) Staff Corps SOP's.

## 3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **BUMED:** Bureau of Medicine and Surgery.
- 3.2 **NPC:** Navy Personnel Command.
- 3.3 **MCPP:** Medical Corps Professional Programs.
- 3.4 **Board Precept:** Policy and guidance for implementation of selection board.

## 4. Document Review & Concurrence

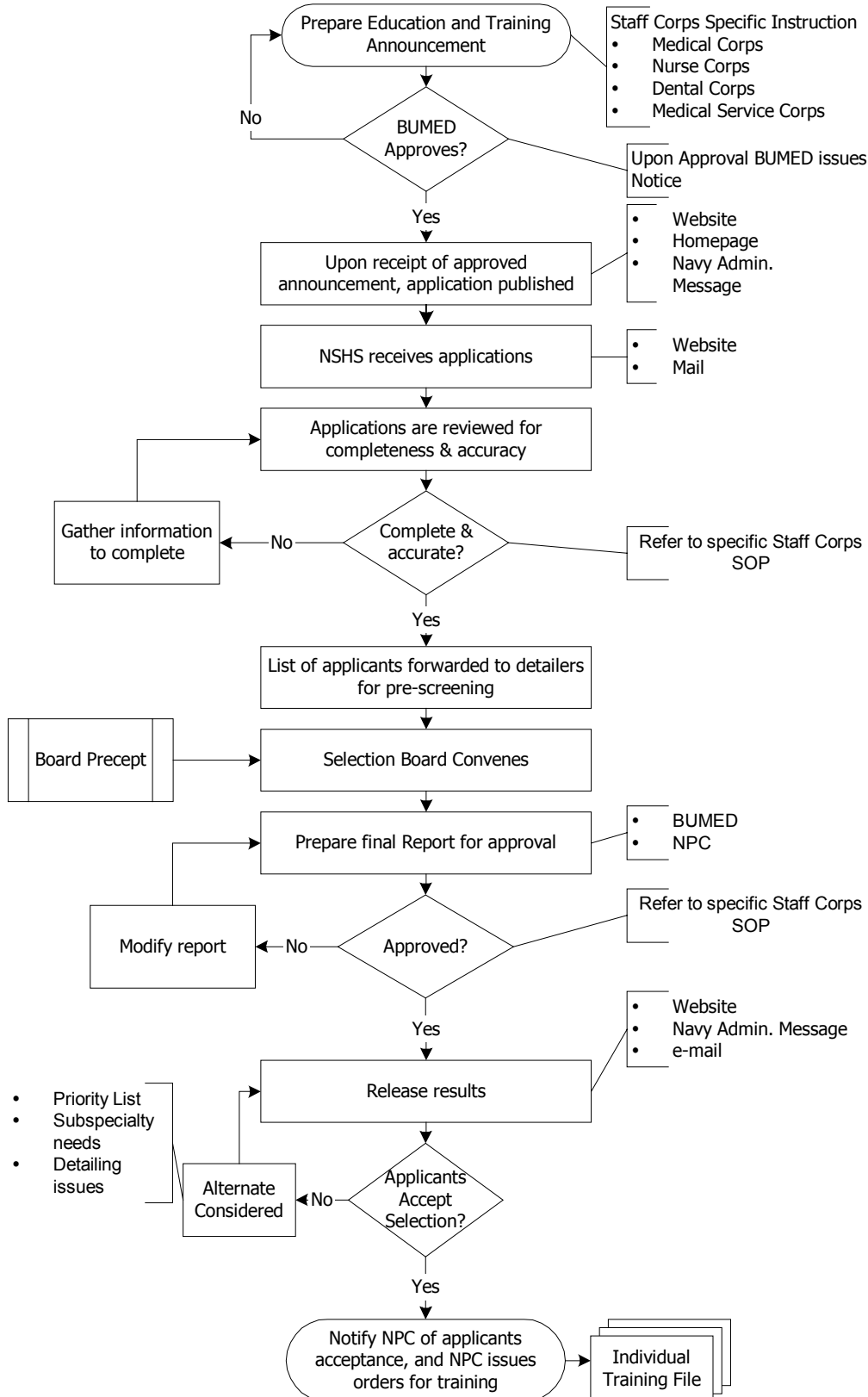
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Director of MCPP	OM (Process Owner)	CAPT. T. Miller	Commanding Officer	C0 (Approval Authority)	CAPT. D. Wade
Director of Program Management	OP	CAPT. B. Welbourn			

## 5. Summary of Changes

	Description	Date
01	Initial issue of procedure.	17 MAY 01
02	Clarified flowchart to reflect actual practice, added references g, h and definition 3.4.	30 SEP 01

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## 6. Process Flowchart



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## 7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Individual Training File	Respective Program Manager	File Cabinet	By: Name	Term of Service	Destroy per SECNAVINST 5212.5 series

## 8. Addendum

N/A